

Emergency Preparedness and Response

I. PURPOSE

The purpose of this procedure is to highlight the EMS requirements for preparing and responding to the environmental consequences of an incident or emergency. These requirements are integrated into the EPA Region 9 Emergency Preparedness and Response Procedure that has been implemented to address all contingencies that are relevant and foreseeable at the EPA Region 9 Regional Office.

II. SCOPE

This procedure specifies those EMS requirements that pertain to the environmental consequences of an incident or emergency. It does not address itself to other consequences that may result from an incident or emergency. The responsibility for this procedure belongs to the Safety Health and Environmental Manager (SHEM). All consequences are dealt with in EPA Region 9's existing Emergency Preparedness and Response Procedure documents, "Condensed Building Emergency Plan" (CBEP) for the Regional Office and the "Continuity of Operations Plan" (COOP Plan). The CBEP has been distributed electronically to all employees and is also available via the Health and Safety System, a Lotus Notes database. The COOP Plan has been issued to the Region 9 Senior Management Team and selected members of the Management and Technical Services (MTS) Division Crisis Operations Team.

III. GENERAL INFORMATION

An incident or emergency contemplates more than a mere non-conformance in the EMS that can be corrected without invoking the EPA Region 9 Emergency Preparedness and Response Procedure. For purposes of the EMS, non-conformance are corrected through the provisions of the "Non-conformance and Corrective and Preventive Action Procedure."

IV. APPROACH

1. Region 9 has developed an inventory of foreseeable incidents and emergencies that could have environmental consequences.
2. Periodically checks that all materials, supplies and resources to respond to the environmental consequences of incidents and emergencies are on hand, labeled, and easily retrievable
3. Checks to see that drills and other preparatory exercises are scheduled and executed on a timely basis

4. Ensures that such drills also cover the environmental contingencies
5. Reviews the results and assessments of drills so as to improve readiness and existing emergency preparedness programs
6. Reviews the results of actual incidents and emergencies and make necessary changes to the EPA Region 9 Regional Office Emergency Preparedness and Response Procedure that will improve outcomes in the future

V. RECORDS

The following records that relate to this EMS procedure are kept by the EPA Region 9 Safety, Health and Environmental Management Program Office:

1. COOP Plan
2. Records of drills and other preparatory exercises
3. Records of drill reviews
4. Records of incident or emergency reviews
5. Condensed building emergency plan

IV. REVISION HISTORY

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